



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 9, 2010

Tony Romano, President
American Electronic Resource, Inc.
3505-A Cadillac Ave.
Costa Mesa, CA 92626

Dear Mr. Romano:

RE: Small Business FINAL MONITORING REPORT for American Electronic Resource, Inc. – ET09-0228

Date of Meeting:	12/9/09
Beginning/Ending Time:	2:00 p.m. – 3:00 p.m.
Date of Last Meeting:	3/26/09
Meeting Location:	Costa Mesa
Persons in attendance:	Tony Romano, President, American Electronic Resource, Inc.; Rebecca Chehade, Administrative Assistant, American Electronic Resource, Inc.; Lee Harris, Executive Director, Quovus; Joe Davey, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	10/17/08 – 10/16/10	Agreement Amount:	\$19,240
Training Start Date:	11/3/08	No. to Retain:	22
Date Training must be Completed:	7/18/10	Range of Hours:	8 – 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	46

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SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

• AGREEMENT HISTORY

American Electronic Resource, Inc. (AERI) is a small business electronic component distributor for a wide range of hard-to-find and/or obsolete electronic parts and components. The Agreement was approved at the August 2008 Panel Meeting and training began on 11/3/08, and all training was completed on 9/15/09, which allowed for the 90-day retention period to be completed by the term ending date of the Agreement (10/16/10). ETP approved one amendment revision during the term of the agreement that extended the term ending date by 12 months.

• INTERVIEW WITH THE PRESIDENT, TONY ROMANO

Mr. Romano reported that the ETP-funded training had been a positive experience, allowing the company to provide invaluable training it would not have been able to provide otherwise. Mr. Romano also reported that AERI was able to provide sales training to its sales staff that brought in more business to the company. He reported that ETP training couldn't have come at a better time for his company because the 2008 recession allowed the company time to complete its AS 9100 quality certification, which will allow it to compete for international business.

Mr. Romano reported that his company did not experience any problems with ETP's record keeping requirements once they were understood. He further stated that there were some initial difficulties learning about ETP's websites, but his staff quickly learned how to navigate the system and had no difficulties once they did. He also reported that the assistance of Quovus also helped in meeting ETP's record keeping requirements.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	18	Completed Training:	18
Trainees Enrolled:	21	In Retention Period:	18
Dropped Following Enrollment:	1	Completed Retention:	0
No. Completed Minimum Reimbursable Hours :	18		

Statistics above are current as of the date of this report.

PROJECT ADMINISTRATION/TRACKING:

Online tracking hours up to date?	Yes
Accessing or Uploading issues?	No

The following chart shows a breakdown of training hours and the number of trainees who have reached various hour benchmarks:

Total recorded class/lab training hours for trainees who meet at least the minimum as of the date of meeting:			712
Total potential ETP projected reimbursement based on eligible class/lab training hours tracked to date:			\$15,664
Progress payments made to date:	4	Paid to Date:	\$11,741.25

SUBAGREEMENTS:

Training Vendor Subcontracts:

Training vendors performing ETP training?	Yes
If yes, is all training vendor information on file for training vendors who have provided training?	Yes
Has all vendor information been entered in the on-line ETP 100D for all vendors who have provided training?	Yes
Vendor information reviewed during meeting:	
<u>Sandler Sales Institute:</u> Irvine, CA - \$46,640 for the delivery of class/lab training hours in Business Skills. <u>Soft-Train, Inc.:</u> Santa Ana, CA - \$3,300 for the delivery of class/lab training hours in Computer Skills.	

*** ATTENDANCE ROSTERS:**

Attendance Rosters reviewed:	8	Rosters reviewed appeared to contain all the required information per Title 22, California Code of Regulations, Section 4442.?	YES
Information contained in rosters reviewed was consistent with the hours reported on-line?			YES

* Rosters reviewed were scanned copies and not original documents.

AUDIT:

AERI will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

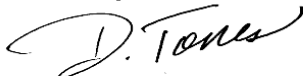
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Joe Davey at (619) 686-1919 or at JDavey@etp.ca.gov, within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager
San Diego Field Office



Joe Davey, Contract Analyst
San Diego Field Office

cc: Kulbir Mayall, Fiscal Manager
Master File
Project File
Final Report File

Date report mailed to Contractor February 11, 2010